

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN 11-28**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Visa Assistant-IV; FSN-7

**OPENING DATE:** March 7<sup>th</sup>, 2011

**CLOSING DATE:** March 20<sup>th</sup>, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$22,539 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Visa Assistant-IV in the Consular Office (CONS) of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF POSITION**

The incumbent serves primarily as a visa clerk in the Immigrant Visa (IV) Unit, with remaining time divided between anti-fraud work and administrative support to the Consular Section. The employee provides full clerical support for the IV Unit by: 1) processing the full range of IV applications up to the point of officer review; 2) printing visas for approved applications using the machine-readable visa (MRV) system; 3) maintaining issuance, refusal, A-Z and lookout files; 4) assisting in clerical duties in all other Consular units; and 5) performing anti-fraud duties. The incumbent reports to the IV Unit Chief and also provides administrative assistance to other officers in the Consular Section, as necessary.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

1. TCN Sharepoint Website for Department of State **Intranet** Users:  
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: [http://iraq.cms.getusinfo.com/hr\\_tcns.html](http://iraq.cms.getusinfo.com/hr_tcns.html)

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College or University studies is required.
2. At least three years of prior administrative work experience in visa services in an U.S. Consular Section is required.
3. English Language requirements include Level III (Good Working Knowledge).
4. Thorough knowledge of the immigrant visa process and how it relates to the U.S. Mission in Iraq. Thorough knowledge of typing and computer use and familiarity with consular software applications is required.
5. The ability to multi-task and carry out detailed and possibly repetitive work effectively and efficiently. The applicant must have good judgment in appropriately referring matters to higher authorities, and flexibility in handling varied responsibilities. Must have excellent interpersonal skills and the ability to deal with a team and work under pressure, and be able to grow as part of an interactive and interdependent team. Must communicate with tact and sensitivity.

## SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION THROUGH THE FOLLOWING LINKS**

1. TCN Sharepoint Website for Department of State **Intranet** Users:  
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: [http://iraq.cms.getusinfo.com/hr\\_tcns.html](http://iraq.cms.getusinfo.com/hr_tcns.html)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

## **POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: March 20, 2011**

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: CJess, DCG

Cleared: AMEveritt, ISU/HRO

Drafted: FIWEDAD ISU/HR

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References